

# *Department of Accounts*

## *Payroll Bulletin*

Calendar Year 2006

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Volume 2006-13

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The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at [cathy.mcgill@doa.virginia.gov](mailto:cathy.mcgill@doa.virginia.gov)

#### State Payroll Operations

<b>Director</b>	<b>Lora L. George</b>
Assistant Director	Cathy C. McGill

## **Overtime Payment Audit Report**

### **Overtime Payment Audit Report**

State Payroll Operations has developed a new Overtime Report (Report U050) that reflects the amounts and hours of overtime paid to both salaried and hourly employees on a month-to-date and calendar year-to-date basis. The report reflects the distinction between the straight-time and premium-time overtime pay processed as well as the factors and/or rates used in processing the Overtime 1 and Overtime 2 pay amounts. Management should review the report to ensure accurate and appropriate overtime pay is being processed for those employees eligible to receive Overtime Pay.

## **OASDI Tax Maximum**

### **OASDI Tax Maximum for Transferred Employees and New Hires**

CIPPS automatically stops withholding OASDI tax when an employee's OASDI wages go over the yearly maximum (currently \$94,200). For new employees to your agency that transfer in from another CIPPS agency, when their total OASDI wages from both agencies for the year exceeds the maximum, DOA will adjust their records so that only the maximum is withheld. You will be notified when this is done for an employee at your agency.

If the new hire is from another Commonwealth of Virginia (COV) agency that is not a CIPPS user (VT, UVA, etc.), DOA can also make manual adjustments for that with verification from the other agency. Please notify Denise Halderman of these instances as we have no way of monitoring those over-withholdings.

If the new hire is not from a COV employer, then OASDI tax must be withheld even if that causes the employee to be over-withheld for the year. The employee would then get a refund of the over-withheld OASDI taxes when filing their tax return. However, one option the employee has in the current year is to minimize the amount of federal tax (FIT) that is coming out (by claiming a higher amount of exemptions or claiming exempt). This would in effect apply the extra OASDI to the federal tax liability. Please note that the employee would need to file a new W4 at the beginning of the next year to ensure enough federal tax is withheld.

## Taxability of Nonresident Aliens, etc.

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Don't  
Hesitate to  
Call!!!

Martha Laster at DOA is available to assist you with questions about non US citizens, I-9s, deceased pay and other tricky payroll items. Please feel free to utilize this resource. She can be reached at 804-225-2382 or [martha.laster@doa.virginia.gov](mailto:martha.laster@doa.virginia.gov).

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## Payline Enhancements

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### Payline Enhancements to Profile Data

The Payline Employee Profile Data screen has been enhanced to incorporate several suggestions received from line agencies. Included in these enhancements are:

- Drop down box to display profile data by agency;
- Links to internet sites for forms W-4 and VA-4;
- Ability to exempt by agency the ability to request a change through an automated email.

These are discussed in further detail below.

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### Drop Down Box

The inclusion of a drop down box displaying the agency name, agency number, and last six digits of the employee number allows the employee to choose which profile to be viewed and or requests for changes submitted. This is useful for those employees who work more than one job with the state.

Payline Profile Data Change/Inquiry - Microsoft Internet Explorer provided by Department of Accounts

http://207.237.248.100/Profile\_Data\_Change.cfm?pass=003117

**View Employee Profile Data**

Every of data into the following fields indicates a change that is being requested to your payroll office by your HR or Payroll Office before the change is reflected in Payline. Please supporting documentation or complete documentation forms.

Agency: 00210 - Mary Washington College Employee Number: \*\*\* - 6709 10

First Name: FANCAILL  
Employee's Middle Name: 4  
Employee's Last Name: CSE  
PO Box/Apt/Unit:  
Street Address: 600 S. MASON STREET  
City: HARRISBURG  
State: VA  
ZIP: 22031  
Home Phone:  
Business Phone:

When requesting Federal or State Tax changes, a W-4 and VA-4 form must be completed and sent to your payroll or HR office before the change can be effective.

Federal Tax Status: 2 - Married No. of Exemptions: 00004 Add'l Amt: 40.00  
State Tax Status: 1 - Single No. of Exemptions: 00004 Add'l Amt: 40.00  
VA does not recognize marital status as tax withholding, please review VA-4 for more information.

Federal Tax Change: <http://www.irs.gov/pub/irs-soi/04/br.pdf>  
State Tax Change: <http://www.tax.virginia.gov/taxforms/individual/combined.pdf>

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## Payline Enhancements, continued

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### Links to Internet Site

As shown above, two links have been added to the View Employee Profile Data page. These links will allow the employee to access printable forms W-4 and VA-4 for completion and submission to the HR Officer.

### Agency Exemption from Online Change Request Functionality

Some agencies have chosen not to accept profile change requests from employees via Payline. Therefore, we have added the ability to opt out of receiving such emails. Should you wish this functionality to be disabled for your agency, please send an email to Cathy McGill at [cathy.mcgill@doa.virginia.gov](mailto:cathy.mcgill@doa.virginia.gov). Exemption does not prevent the employee from viewing the data; however, the Edit button will not display. If the employee has more than one record, the display of the Edit button will be dependent on the agency number in the record being viewed.

Payline Profile Data Change/Inquiry - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [http://fd2/cdev/ashlyn/payline/Profile\\_Data\\_Change.cfm?013121](http://fd2/cdev/ashlyn/payline/Profile_Data_Change.cfm?013121) Go Links

**View Employee Profile Data**

Agency does not permit profile change requests via Payline

EEH 6789 10 - Secretary of Administration (00180)

Entry of data into the following fields indicates a change that is being requested to your payroll record. This request must be received and processed by your HR or Payroll Office before the change is reflected in Payline. You may be contacted by your agency to provide supporting documentation or complete authorization forms.

Agency: 00180 - Secretary of Administration Employee Number: \*\*\* - \*\* - 6789 10

First Name: RANDALL  
Employee's Middle Name: 2  
Employee's Last Name: SEE  
PO Box/Apt/Suite:  
Street Address: 660 S. MASON STREET  
City: HARRISONBURG  
State: VA  
ZIP: 22801  
Home Phone: --  
Business Phone: --

When requesting Federal or State Tax changes, a W-4 and VA-4 form must be completed and sent to your payroll or HR office before the change can be effective.

Federal Tax Status: 2 - Married No. of Exemptions: 00002 Add'l Amt: 20.00  
State Tax Status: 2 - Married No. of Exemptions: 00002 Add'l Amt: 20.00  
VA does not recognize marital status in tax withholding, please review VA-4 for more information.

Federal Tax Change: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>  
State Tax Change: [http://www.tax.virginia.gov/web\\_pdf/stateFormva4.pdf](http://www.tax.virginia.gov/web_pdf/stateFormva4.pdf)

Done

start #2006-12.doc: ... Microsoft Of... Internet Exp... Local Intranet 1:33 PM Tuesday

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## Celebrate National Payroll Week

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### Free paycheck?

National Payroll Week is September 4-8, 2006. Take the 2006 "Getting Paid in America" survey at [www.nationalpayrollweek.com](http://www.nationalpayrollweek.com) to be eligible to win a free paycheck and/or a trip to Las Vegas. Contest ends Sept 8th. Winner will be notified on 9/11 and must respond via email within 24 hours.